



MANUFACTURED HOME (MOBILE HOME) PERMITTING AND INSTALLATION GUIDE

A SITE INSPECTION IS REQUIRED BEFORE YOU MOVE YOUR MOBILE HOME TO THE SITE. THIS INSPECTION INCLUDES SETBACKS, GRADING OF LOT, PROPER DRAINAGE, SILT FENCE INSTALLATION WHERE REQUIRED AND THE REMOVAL OF ALL VEGETATION UNDER THE MOBILE HOME. ALL FOUR CORNERS MUST BE MARKED WITH FLAGS OR STAKES AND PROPERTY LINE MUST BE MARKED.

THE FOLLOWING IS REQUIRED BEFORE CALLING FOR A FINAL INSPECTION – PORCHES AND STEPS AT EVERY EXIT; (IF LANDING IS 30" OR HIGHER, HANDRAILS & PICKETS ARE REQUIRED) UNDERPINNING, ELECTRICAL, PLUMBING, TIE DOWNS/ANCHORS AND ALL-WEATHER DRIVEWAY AND WALKWAY.

THE PERMIT NUMBER IS REQUIRED TO SCHEDULE ALL INSPECTIONS BY CALLING THE AUTOMATED INSPECTION SYSTEM 864-467-5660. ALL INSPECTIONS SCHEDULED BY 12:00 MIDNIGHT WILL BE COMPLETED THE FOLLOWING WORK DAY.

All mobile homes in Greenville County are required to have the front door facing the road, be underpinned and the transport equipment must be removed.

Greenville County Codes Enforcement 864 467-5660
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Greenville County

Greenville County Square
301 University Ridge, Suite 4100, Greenville SC 29601-3686
Phone (864) 467-7060 Fax (864) 467-7407
permits@greenvillecounty.org

MANUFACTURED HOME PERMIT APPLICATION APPLICATION MUST BE COMPLETED PRIOR TO REQUESTING PERMIT

Date: _____ Property Owner's Name: _____ Phone No: _____

Name Home is registered in: _____ Phone No.: _____

Exact Address of where home is to be placed: _____ City: _____

State/Zip: _____ Tax Map No: _____ Name of Power Company: _____

Name of Park or Subdivision: _____ Space No: _____ Is This A Corner Lot _____

Road Information: Private Road ☐ County Road ☐ State Road ☐

*If the property is in a zoned area of the County, prior to permit being issued, the zoning will be verified and all zoning requirements will have to be met (including setbacks, floodplain, road frontage, etc.) ***Please check in the RMC Office, Suite 1300 for deed restrictions/covenants and subdivision regulations, which may prohibit manufactured homes - these are the owner's responsibility.***

1. Type of Sewer Facility on the property:
 - ☐ Public Sewer: An impact fee or exemption form will be required from Renewable Water Resources (ReWa), 864 299-0260 and a sewer tap form the sub-sewer district, if this is the first time a home will be on sewer at this location.
 - ☐ Septic Tank: Application for septic tank will be made through the Permit Application Center and requires an approval from the Health Department prior to registering manufactured home in Suite 1000.
2. ***Before the issuance of a set up permit, the homeowner must go to the Mobile Home Office, Suite 1000 and have the home registered; phone# 864-467-7600. Once home is registered, then go to Codes Enforcement, Suite 4100 for the set up permit; phone# 864-467-7060***
3. Home purchased from a Manufactured Home Dealer – ***a Copy of the Bill of Sale and Form 400 or Title will be required.***
4. Home purchased from Private Owner:
 - a. The Mobile Home office will verify information for homes purchased in Greenville County
 - b. If purchased from someone in another county in South Carolina, ***a moving permit from the other County, a copy of the Bill of Sale and form 400 or title will be required.***
 - c. If home is purchased from out-of-state, ***the city and state from previous location is needed and a copy of the Bill of Sale and form 400 or title will be required.***

For information regarding culverts, driveways, or encroachment permits, on county roads contact 864 467-7016, for state roads contact 864 241-1224.

The applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application; 2) That he/she has read the above information and it is true and correct; 3) That he/she will comply with all County of Greenville ordinances, laws and regulations, all State and Federal Laws and regulations regulating the use of land and structures and the construction of structures; 4) That he/she will perform only the work outlined above at the property indicated above; 5) That he/she grants the right of entry to the property to the Building Official or employees of the County of Greenville for the purpose of inspections, and posting of notices. If any of the information supplied by the owner and/or owner's agent is incorrect, the permit may be revoked.

THIS PERMIT WILL BECOME INVALID WITHIN 6 MONTHS FROM DATE OF ISSUE IF: WORK HAS NOT COMMENCED, IF AN INSPECTION HAS NOT BEEN REQUESTED, OR IF WORK HAS BEEN SUSPENDED FOR A PERIOD OF 6 MONTHS.

This permit is permission to proceed with construction and shall not be construed as authority to violate, alter or set aside any of the provisions of the Building Code and any other applicable laws or ordinances, nor shall the issuance of this permit prevent the Building Official from requiring correction of errors in construction documents or of violations of the Building Code of the County of Greenville, South Carolina.

DATE: _____ BY OWNER OR AUTHORIZED AGENT: _____

PRINT NAME: _____ Permit No: _____ Cost of Permit: \$ _____

For a Mobile Home Permit, the following information will be required:

If property is in a zoned area of the County, prior to permit being issued, the zoning will be verified during the permitting process and all zoning requirements will have to be met (including setbacks, floodplain, road frontage, etc). Please check for deed restrictions/covenants subdivision regulations, which may prohibit Manufactured homes:

Register of Deeds Office, Suite 1300-**this is the owner's responsibility.**

1. The following information will be required for all Manufactured home permits:

The Bill of Sale or Form 500 must be completed and include:

Year _____

Make _____

Length _____

Width _____

Serial No. _____

Exact Location/Address (an assigned E911 street number is required),

Call 864-467-5914 _____

Precise and Complete Directions _____

Mobile Home Park Name _____ Lot No. _____

If private property, Property Owners Name and a permission letter _____

Tax Map Number _____

(If lot has been cut from a larger parcel, a copy of the recorded plat and deed will be required).

2. Type of Sewer Facility on the property:

- a. Prior to connecting to new or existing sewer; a sewer receipt or exemption form is required from both Re-Wa (Renewable Water Resources) and the sub sewer district.
- b. Septic Tank application will be made through the permit office and the approval from the Health Department is required before issuing the manufactured home permit.

3. Manufactured Home purchased from Manufactured Home Dealer requires a copy of the Bill of Sale and Form 400 (**Section 1 & Section 6 must be completely filled out**) or title reflecting new owners name.

4. Manufactured Home purchased from private owner:

- a. If purchased from someone in Greenville County, the name that the manufactured home was registered under with Greenville County, a Bill of Sale and Form 400 or title reflecting the new owners name.
 - b. If purchased from someone in another county in SC, a moving permit from the other county, a Bill of Sale and a Form 400 or title reflecting the new owners name.
 - c. If purchased from out of state, the City and State from previous location is needed, a Bill of Sale and a Form 400 or title reflecting new owners name.
- Manufactured homes located outside of Greenville County and were built prior to 1976 and/or does not contain a Hud certification label may not be imported into Greenville County. Units located in Greenville County must have successfully passed a habitability inspection prior to being relocated to another site within Greenville County.

MANUFACTURED HOUSING REGULATIONS

1. A permit must be purchased before the Manufactured home is moved to the site.
2. A site inspection must be called for. The owner or contractor must identify the four corners of the proposed location of the home, with flags or stakes. Flags or stakes must also identify property lines.
3. The permit must be posted at the job site and protected from weather.
4. The home must be placed on the lot so that its axis (long side of mobile home) is parallel with the street.
5. There shall be an all-weather surface drive from the adjacent public road to the home.
6. An all-weather walk way shall be installed from the street, driveway or sidewalk adjoining neighboring lots to the front door.

THIS AFFECTS MULTI-SECTION AND SINGLE SECTION HOMES IN ZONED AREAS: R-7.5, R-10; R-12; R-15; R-20; R-20A; R-S; R-R3; R-R1: R-M2 through R-M20; R-MA.

SINGLE SECTION HOMES MAY ONLY BE LOCATED IN: R-1; R-MA; RR-3; RR-1; R-S AND OUT OF ZONING.

Violation penalties: Any person, firm corporation or agent, who shall violate the provisions of this ordinance or fails to comply with any of the requirements thereof shall be guilty of a misdemeanor, punished within the jurisdictional limits of magistrate's court. Each such person, firm, corporation or agent shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this ordinance is committed, or continued.

GENERAL INFORMATION

Before a mobile home may be located on any lot or parcel of land in Greenville County, a permit must be purchased from the Greenville County Codes Enforcement Department.

The State Law requires that the method of sewage disposal either be public sewage or a private sewage disposal system and be approved by the Health Department before a permit is issued.

All mobile homes must be installed in accordance with all the applicable codes and ordinances of Greenville County and of the State of South Carolina and approved by County Inspectors.

After obtaining the permit, sticker and decal, attach the sticker, decal and 911 address to the mobile home where it will be visible from the outside and display the blue inspection card on the outside of mobile home where it can be seen from the Street. It is very important to be able to see the permit card from the road to insure that the inspection is made when requested.

South Carolina Code Of Laws, 1976 as Amended-

SECTION 31-17-320. License required for mobile homes; proof of title required; proof of license required prior to connecting electricity.

(A) Within fifteen days after bringing a mobile home into this State, or the purchase of a mobile home in this State, or the relocation of a mobile home from one county to another within this State, for dwelling purposes, the owner, rental agent, or person in possession shall obtain a license from the governing body of the county or its designated agent hereinafter referred to as licensing agent, in which such mobile home is located.

(B) Before issuing a license for a mobile home to be located in any county in this State, the licensing agent shall require from the person applying for the license either a copy of the certificate of title to the mobile home, or a copy of the completed application for a certificate of title submitted to the Department of Motor Vehicles. Upon satisfaction of all county licensing requirements, including payment of any licensing fee, the county licensing agent shall give the license applicant a certified copy of the application form, indicating that the licensing requirements have been met.

(C) Before connecting electricity to any mobile home in this State, the electric supplier shall obtain from the owner, rental agent, or person in possession of the mobile home, a copy of the certified license application form indicating that the license fee has been paid, and the electric supplier shall retain a copy of the form in its records.

SECTION 31-17-360. Moving permit; certificate concerning taxes; notice to electric supplier.

If the mobile home is to be relocated, the owner, rental agent, or person in possession, prior to relocation, shall obtain a moving permit from the licensing agent. Before issuing a moving permit, the licensing agent shall require a certificate from the county treasurer that there are no unpaid taxes due on the mobile home and either a copy of the certificate of title to the mobile home, or a copy of the application for a certificate of title submitted to the Department of Motor Vehicles. If the mobile home is to be removed beyond the boundaries of the county, any taxes that have been assessed for that calendar year must be paid in full, and if taxes have not yet been assessed for the calendar year in which the move is being made, the assessor shall provide the county auditor with an assessment and the auditor shall apply the previous year's millage. The county treasurer shall collect the taxes before issuing the requisite certificate to the licensing agent, and upon payment of any taxes, give the permit applicant a receipt showing that all taxes have been paid.

The licensing agent shall promptly notify the present electric supplier that a permit has been issued. The permit required by this section is not required of mobile home dealers when they are moving a mobile home from their sales lot to a customer's lot, but the mobile home dealer is not relieved from obtaining any permit required from the Department of Transportation for the relocation.

SECTION 31-17-370. Permit shall accompany mobile home during move; regulations; responsibility for displaying permit.

The moving permit shall accompany the mobile home while it is being moved. The moving permit shall be designed and displayed in accordance with regulations to be issued by the South Carolina Department of Revenue, which shall adopt such regulations as may be necessary to insure uniform licensing and moving permit procedures. It shall be the responsibility of the mobile home transporter that the required moving permit is properly displayed and accompanies the mobile home while it is being moved.

SECTION 31-17-380. Submission of moving permit to licensing agent of new county; issuance of new license; transmission of papers to new county.

If the relocation is from one county to another, the owner, rental agent, or person in possession of the mobile home, within fifteen days after his mobile home is relocated, shall submit the moving permit to the licensing agent of the county in which the mobile home is relocated and obtain a new license pursuant to **Section 31-17-320**. The licensing agent issuing the moving permit shall promptly furnish the licensing agent of the county to which the mobile home is being transported with a copy of the certified license application or permit, a copy of the paid tax receipt from the county from which the home is being moved, and either a copy of the certificate of title or a copy of the completed application for a certificate of title submitted to the Department of Motor Vehicles.

Inspections

Schedule/reschedule or obtain inspection results

Any inspection scheduled by 12:00 midnight will be completed the following workday. You must have your permit number located on the blue permit card.

Dial **864 467 - 5660**

1. Press 1 ----For Manufactured Homes

2. Press 1 ----Schedule or reschedule an inspection

Or

Press 2-----For inspection results

3. Enter **permit number** and the **pound key#**

4. Enter the appropriate **3-digit code** - **Site-610; Progress-660; Final-699**

You must schedule a site/location inspection before moving the home onto the lot.

3-digit code for this inspection is 610

If you have a public sewer installation, it requires an inspection by Greenville County *before* it is covered up, or if you are instructed to have a required floodplain inspection; you must have these inspected prior to a final, as a progress inspection.

3-digit code for this inspection is 660

Once the mobile home is completely set up; (porches, steps, pickets, handrails, electrical, plumbing, underpinning, tie downs, anchors, drive and walkway), call for a final inspection. Each item must be in compliance before approval for power can be given.

3-digit code for this inspection is 699

5. Press 1----to schedule for the following workday

Take note of confirmation number.

If the inspector arrives to conduct the inspection and if the home is not ready or the blue card has not been posted, **a \$20.00 fee will be charged.**

If any portion of the inspection fails to comply, the inspector will leave a write-up/violation notice attached to the blue permit card. Please refer to the example of this notice in your Installation Guide (page 24) to verify that all items have been taken care of, before requesting the inspection on the Automated System. The inspector will sign card on all approved inspections.

For the convenience of the customers, all inspectors are available to speak with you concerning any questions you may have about your project between **8:00 - 8:30 AM at 864-467-7060.**

OWNER/ BUILDER:

Before you set up a mobile home, please be aware that it is your responsibility to make sure you are not setting up a mobile home over or beneath any utility lines or within any right-of-way or easements for any utilities.

You should check the following before beginning work:

1. Check for **sewer main** under new construction or mobile home.
2. Check for **gas main** under new construction or mobile home.
3. Check for **water main** under new construction or mobile home.
4. Check for **power lines** under new construction or mobile home.
5. Check for **storm drain lines** under new construction or mobile home.
6. Check for **phone lines** under new construction or mobile home.
7. Check your **deed and legal conveyance** for your lot before beginning work (this information can be found in the Greenville County Register of Deeds Office, Suite 1300, Greenville County square. 864-467-7240
8. Be sure you meet all required **setbacks** as stated on the permit.
9. Check for all types of **easements** on your property.
10. Check for any **restrictive covenants** that may apply on your property (this information can be found in the Register of Deeds Office 864 467-7240.
11. Check for **floodplain** on any portion of the property.
12. Call Before You Dig----- 1-888-721-7877

The issuance of a permit does not mean that we have reviewed your application to verify that you are not located within one of these “NO BUILD” zones.

Greenville County is NOT liable for any loss that you may suffer for failing to check all of the above.

UTILITIES and SERVICES

Greenville County

Greenville County Square

301 University Ridge, Suite 4100

Greenville, SC 29601 - 3660

864/ 467 - 7060

SEPTIC TANK	GREENVILLE COUNTY HEALTH DEPARTMENT	864/ 372 - 3273
SEWER SERVICE	BEREA	864/ 294 - 4848
	GANTT	864/ 277 - 7301
	MARIETTA	864/ 836 - 6878
	METRO SEWER	864/ 277 - 4442
	PARKER	864/ 467 - 4030
	TAYLORS	864/ 244 - 5596
	WADE HAMPTON	864/ 244 - 0390
	WESTERN CAROLINA	864/ 299 - 4000
WATER SERVICE	BLUE RIDGE WATER	864/ 895 - 1719
	GREENVILLE WATER	864/ 241 - 6000
	GREER WATER/ CPW	864/ 848 - 5500
POWER	CPW- GREER	864/ 848 - 5500
	DUKE POWER	800/ 777 - 9898
	LAURENS ELECTRIC	864/ 288 - 7412
	BLUE RIDGE ELECTRIC	800/ 240 - 3400
GAS SERVICE	COMMISSION PUBLIC WORKS - GREER	864/ 848 - 5500
	FOUNTAIN INN GAS	864/ 862 - 0042
	PIEDMONT NATURAL	800/ 752 - 7504
E911 (Non-Emergency Addressing)	COUNTY OF GREENVILLE	864/ 467 - 5914
RIGHT-OF-WAYS (State Roads ONLY)	SC DEPT. OF HWYS.	864/ 241 - 1224
RIGHT-OF-WAYS ENCROACHMENT ROADS & BRIDGES	GREENVILLE COUNTY	864/ 467 - 7010
		864/ 467 - 7016
UNDERGROUND UTILITIES LOCATOR	PALMETTO UTILITIES PROTECTION SERVICES	800/ 290 - 2783 888/ 721 - 7877
BUSINESS REGISTRATION	COUNTY OF GREENVILLE (Real Property Services)	864/ 467 - 7313

MOBILE HOME ELECTRICAL POWER SUPPLY

The mobile home service equipment shall be located adjacent to the mobile home and not mounted in or on the mobile home. **(Unless it is approved from the manufacturer.)** The power supply to the mobile home shall be a feeder assembly consisting of not more than one approved mobile home supply cord, marked "For use with Mobile Homes" one of which will be identified by a continuous green color or a continuous green color with one or more yellow stripes for use as the grounding conductor, with attachment plug cap to be plugged into the electrical service equipment or the power supply shall be permanently installed feeder circuit.

(A permanently installed feeder circuit shall be installed in accordance with the following instructions using the diagrams and letters as shown)

The meter box and service equipment shall be mounted on a treated pole or permanent type frame near the mobile home. The service equipment is provided for safety so that the electricity can be turned off from the outside of the mobile home. The meter box and panel can be as close to the mobile home without touching or up to 30 ft. away. (Except on overhead service.)

Make sure at the service equipment you install a bonding screw or bonding strap. The service equipment must have 3ft. in front 30 inches side to side and 24 inches off the ground.

A rain tight connector must be used to connect the cable to the meter box. The main service equipment enclosure shall be bonded to the neutral bus bar. Grounding of the main service equipment shall be made by means of a #6 copper wire to an approved ground rod system consisting of two (2) 5/8x 8ft. ground rods near the service pole.

*(SEE FIGURES A THRU. D) Laurens Electrical diagram at end of Installation Guide.

All wiring under the mobile home must be in approved pipe and fittings, or UF cable 24 inches deep. (A/C units, well storage tanks, etc).

Panel cover must be a UL listed dead front cover. Panel and panel cover shall not have any openings; a UL listed knockout plugs must be used. All breakers must be make and model per panel labeling.

You are responsible for making sure that you meet all the requirements of the power company, *and* all code requirements in order to get the power connected. Please contact your power company before doing any work to make sure you meet their requirements.

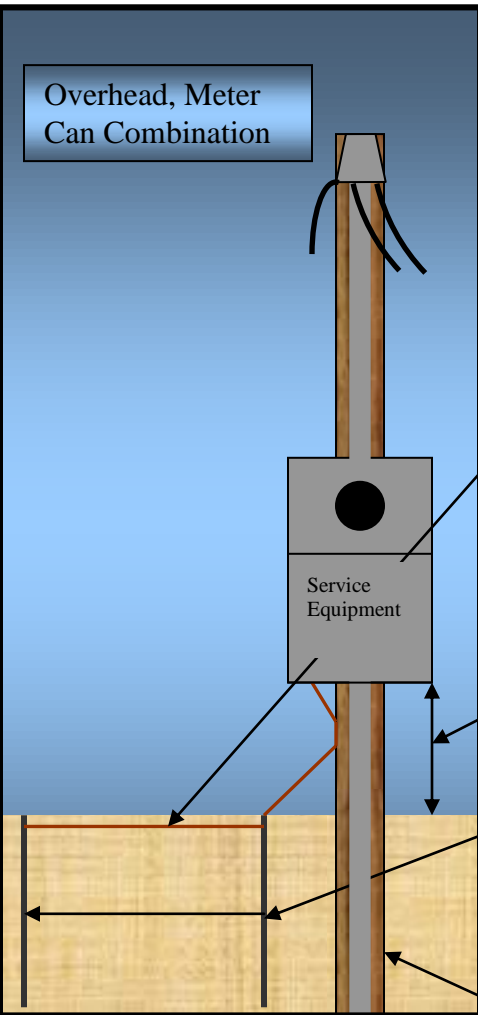
The power feeder from the main service equipment to the inside panel shall consist of 4 insulated, color coded conductors.

CONDUCTOR TYPES AND SIZES

AMPS	COPPER			ALUMINUM		
	2-HOT (Ungrounded)	NEUT. GND.		2-HOT (Ungrounded)	NEUT. GND.	
200	2/0	#1	#6	4/0	2/0	#4
175	1/0	#2	#6	3/0	1/0	#4
150	#1	#3	#6	2/0	#1	#4
125	#2	#4	#8	1/0	#2	#4
100	#4	#8	#8	#2	#4	#6

All copper or aluminum, no mixing on the hot (ungrounded) or neutral. Ground may be different if there is no physical contact.

Fig.A



- ✦ Need to use **four insulated** conductors between service equipment & manufactured home.
- ✦ Service equipment shall not be more than 30ft. from manufactured home.
- ✦ Service equipment must be at least 30inches above grade.
- ✦ Service ground conductor must be a minimum #6 copper.
- ✦ Panel must be 24inches above grade.
- ✦ Need 2-5/8x8ft. Ground rods at least 6ft apart. (Make sure you use approved clamp)
- ✦ Post must be 6x6x16ft. treated.
Post must be 4ft. below grade.

Fig.B

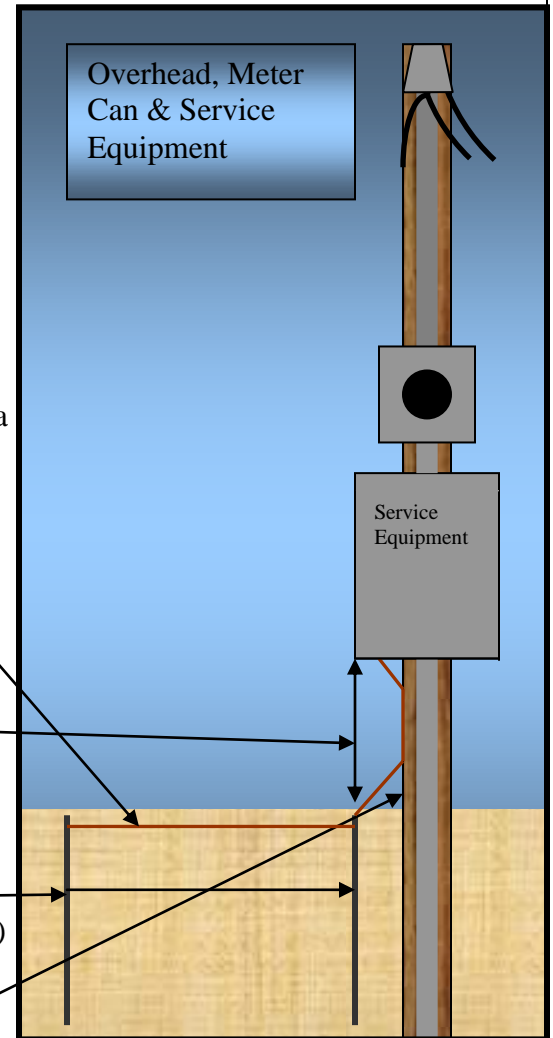
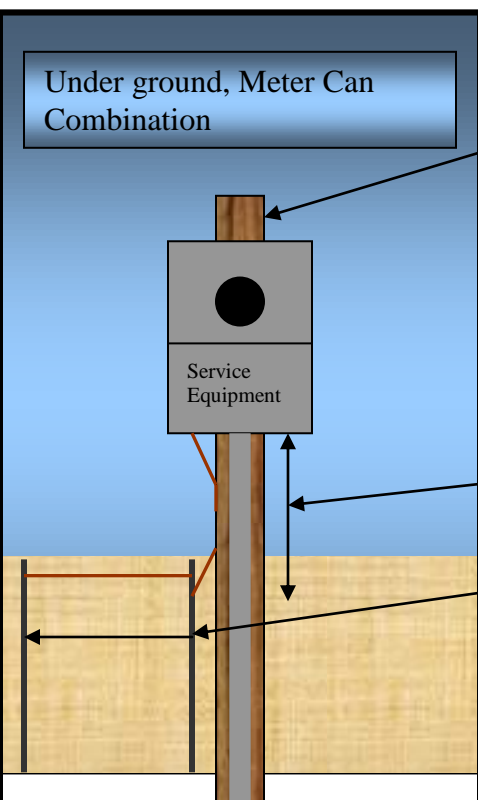
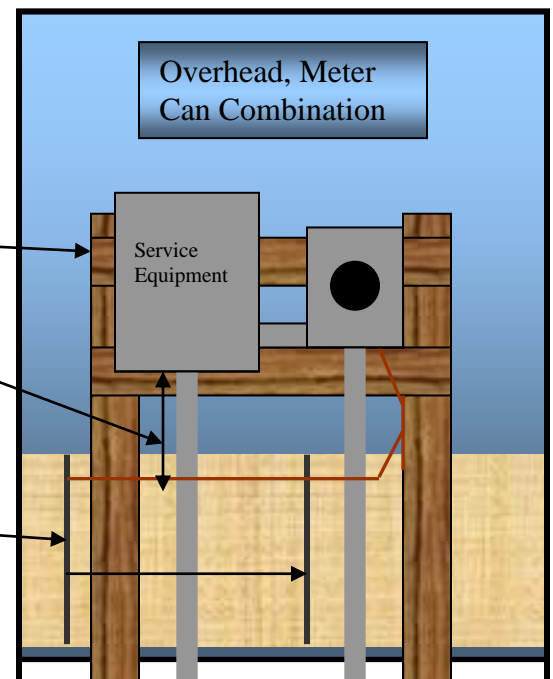


Fig.C



- ✦ Post must be 6x6x10ft. treated.
Post must be 4ft. below grade.
- ✦ Need two-4x4 treated post and two-1x4 treated. Post must be 36inches deep.
- ✦ Panel must be 24inches above grade.
- ✦ Need 2-5/8x8ft. Ground rods at least 6ft apart (Make sure you use approved clamps)

Fig.D



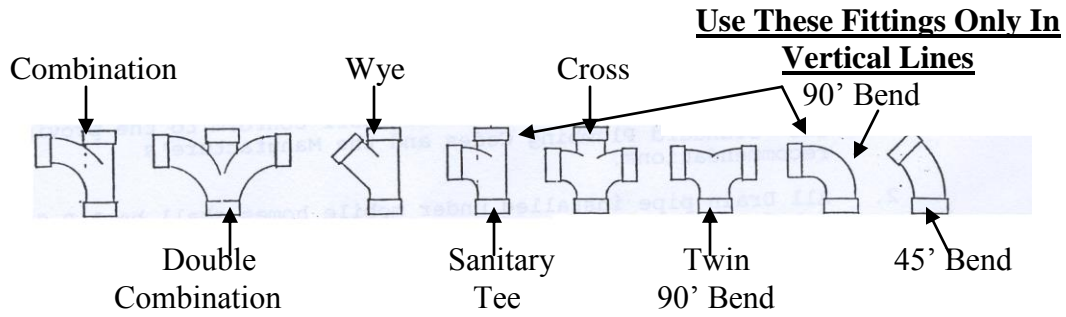
Laurens Electrical diagram at end of Installation Guide.

MOBILE HOME PLUMBING

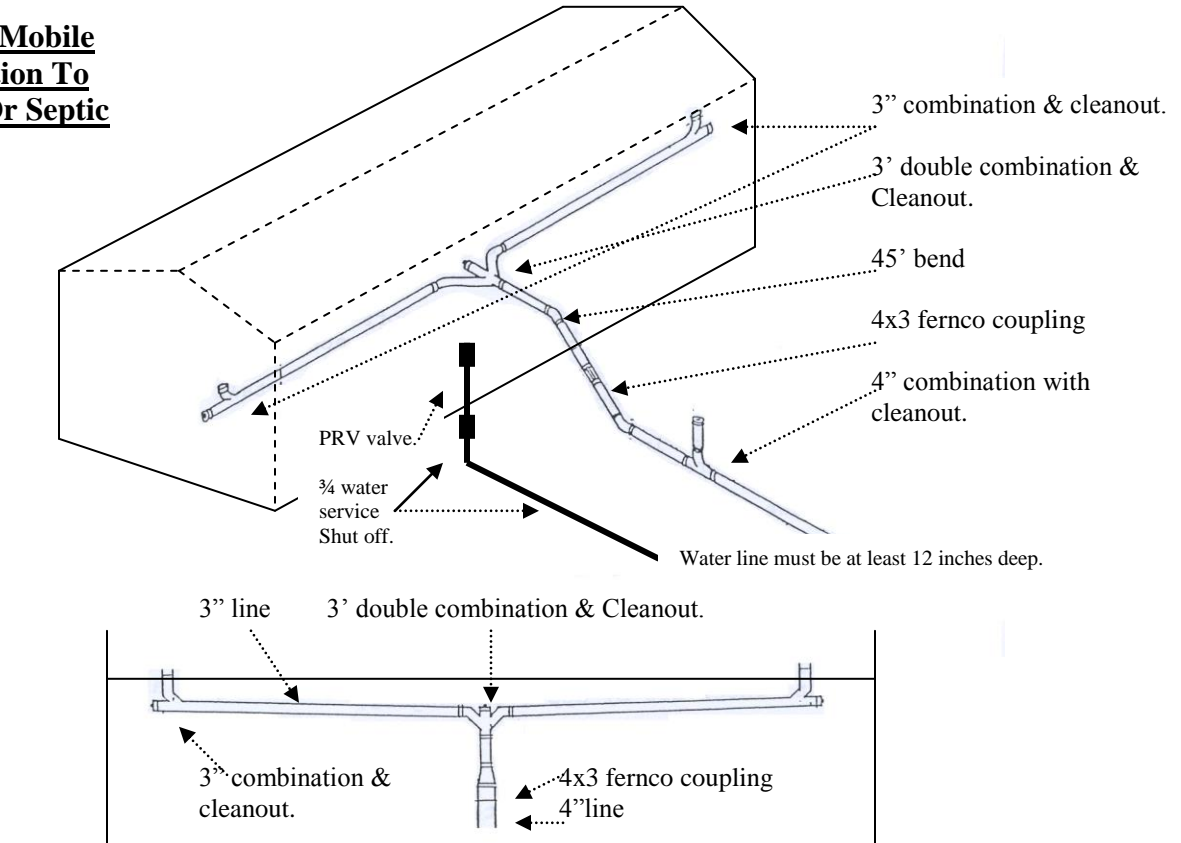
1. All plumbing systems installed shall conform to the provisions of the IRC and the manufacturer's recommendations.
2. All drainpipe installed under mobile homes shall be A.B.S. or PVC Schedule 40
3. There shall be no mixing of A.B.S. and PVC pipe and fittings without proper adapters or fittings.
4. Fernco Coupling or male and female adapters may be used to join pipe and fittings of a different type.
5. All water services shall be a minimum of $\frac{3}{4}$ " and 160 P.S.I.
6. Water service lines shall not be in the same ditch with sewer lines
7. No water service may pass over or through any septic tank or its drain field.
8. Where water pressure exceeds 80 P.S.I a pressure-reducing valve (prv) shall be installed.
9. A separate water service shut-off shall be installed at the mobile home water connection and must be accessible.
10. Cleanouts in drain lines shall be installed at each change of direction of more than 45 degrees.
11. Cleanouts in sewer lines shall be just outside mobile home and at 75ft. intervals.
12. Sewer lines shall be a minimum of 4" in size.
13. Drain lines and water lines shall be underground when coming from under mobile home.
14. All piping (water and drains) must be protected from freezing.
15. Plastic piping above ground must be supported at not more than 4ft. intervals by approved hangers.
16. **In Mobile Home Parks:**

Sewer connections shall be four (4) inches in diameter and extend above grade three (3) to six (6) inches. Each inlet shall be provided with a water and gas tight seal when connected to a mobile home and have gas tight plug for use when not in service. No sewer, waste, water or any other effluent shall be allowed to be deposited on the surface of the ground.
17. Gas Installation: For questions on gas equipment, gas piping, etc. call 467-7060

MOBILE HOME PLUMBING



Typical Mobile Connection To Sewer Or Septic tank.



Typical Mobile Home Park Connection.

LANDINGS & HANDRAILS

Handrails and Guardrails: Handrails having minimum and maximum heights of 34 inches and 38 inches (864 mm and 965mm), respectively, measured vertically from the nosing of the treads shall be provided on at least one side of stairways. All required handrails shall be continuous the full length of stairs with three or more risers from a point directly above the top riser of a flight to a point directly above the lowest riser of the flight. Ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1.5 inches (38mm) between the wall and the handrail.

The handgrip portion of handrails shall have a circular cross section of 1 ¼ inches (32 mm) minimum to 2 5/8 inches (67 mm) maximum. Other handrail shapes that provide an equivalent grasping surface are permissible. Edges shall have a minimum radius of 1/8 inch (3.2 mm).

Guardrails – Porches, balconies or raised floor surfaces located 30 inches (762 mm) or more above the floor or grade below shall have guards not less than 36 inches (914 mm) in height. Open sides of stairs with a total rise of 30 inches (762 mm) or more above the floor or grade below shall have guards not less than 34 inches (864 mm) in height measured vertically from the nosing of the treads.

Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures that do not allow passage of a sphere 4 inches (102 mm) in diameter. Required guards shall not be constructed with horizontal rails or other ornamental pattern that results in a ladder effect.

All units located in the county shall require landings outside of each exit door. No landing shall be less than 4 ft. x. 4 ft.

UNDER- FLOOR CLEARANCES-VENTILATION AND ACCESS

A minimum clearance of 12 inches shall be maintained beneath the lowest of the floor Support framing system. Clearances from the bottom of wood floor joists or perimeter joist shall be a minimum of 18 inches.

Under-floor spaces shall be ventilated with openings. The minimum net area of ventilation opening shall be not less than 1 square foot for each 150 square feet of crawl space.

Under- floor access openings shall be provided. Such opening shall be not less than 18 inches by 24 inches. If equipment is located inside under-floor area, access must be large enough to remove the largest piece of equipment. Must be able to operate door without the use of tools to remove.

Sec. 3285.204 Ground moisture control. Refer to www.hud.gov

(a) Vapor retarder. If the space under the home is to be enclosed with skirting or other materials, a vapor retarder must be installed to cover the ground under the home, unless the home is installed in an arid region with dry soil conditions.

(b) Vapor retarder material. A minimum of six mil polyethylene sheeting or its equivalent must be used.

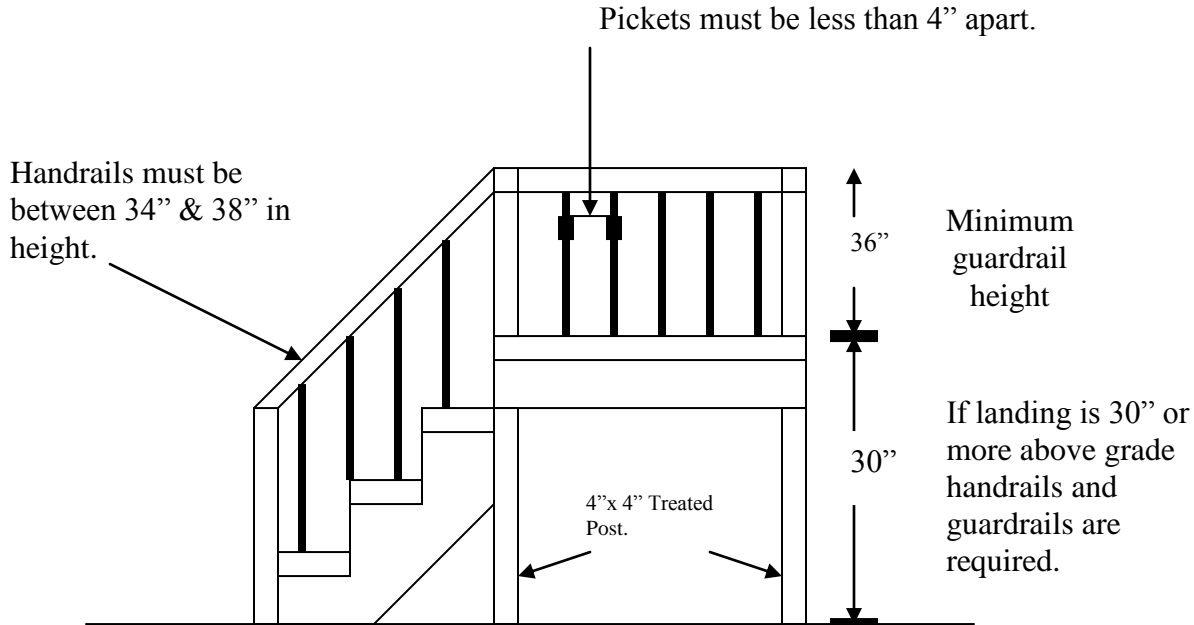
(c) Proper installation:

(1) The entire area under the home must be covered with the vapor retarder, as noted in Sec. 3285.204(a), except for areas under open porches, decks, and recessed entries. Joints in the vapor retarder must be overlapped at least 12 inches.

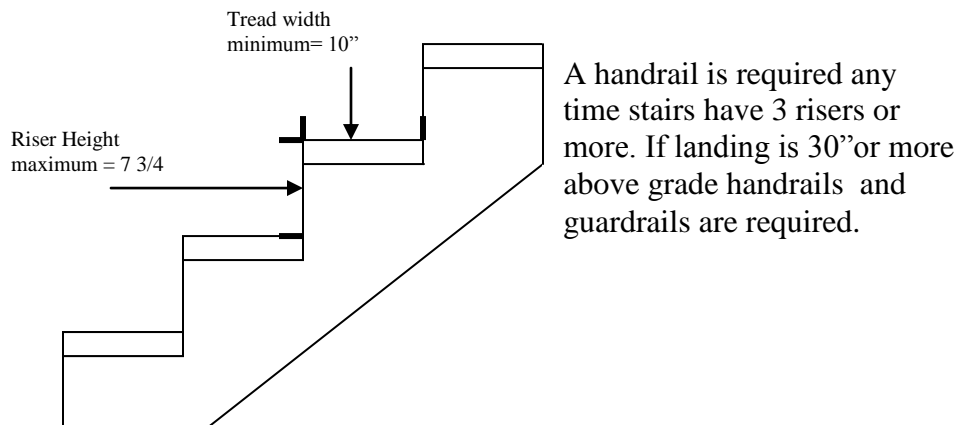
(2) The vapor retarder may be placed directly beneath footings, or otherwise installed around or over footings placed at grade, and around anchors or other obstructions.

(3) Any voids or tears in the vapor retarder must be repaired. At least one repair method must be provided in the manufacturer's installation instructions.

LANDINGS & HANDRAILS



TREADS & RISERS



Landings: Permanent landing and steps with graspable handrails are required to each outside entrance. The structure must include stairs which lead to ground level. The structure must include steps which lead to the ground level. A minimum 4 ft. x 4 ft. landing shall be required outside of each exit door. The landing shall not be more than 8 inches below the threshold. Steps shall be 7 3/4 inches maximum in height. Treads shall be a minimum of 10' inches wide. All wood components in contact with the ground must be treated and approved for ground contact.

TIE DOWNS AND ANCHORS

Sec. 3285.402 Ground anchor installations. Refer to www.hud.gov

(a) Ground anchor certification and testing. Each ground anchor must be manufactured and provided with installation instructions, in accordance with its listing or certification. A nationally recognized testing agency must list, or a registered professional engineer or registered architect must certify, the ground anchor for use in a classified soil (refer to Sec. 3285.202), based on a nationally recognized testing protocol, or a professional engineer or registered architect must certify that the ground anchor is capable of resisting all loads in paragraph (b) of this section for the soil type or classification.

(b) Specifications for tie-down straps and ground anchors.

(1) Ground anchors. Ground anchors must be installed in accordance with their listing or certification, be installed to their full depth, be provided with protection against weather deterioration and corrosion at least equivalent to that provided by a coating of zinc on steel of not less than 0.30 oz./ft.² of surface coated, and be capable of resisting a minimum ultimate load of 4,725 lbs. and a working load of 3,150 lbs., as installed, unless reduced capacities are noted in accordance with note 11 of Table 1 to this section or note 12 of Tables 2 and 3 to this section. The ultimate load and working load of ground anchors and anchoring equipment must be determined by a registered professional engineer, registered architect, or tested by a nationally recognized third-party testing agency in accordance with a nationally recognized testing protocol.

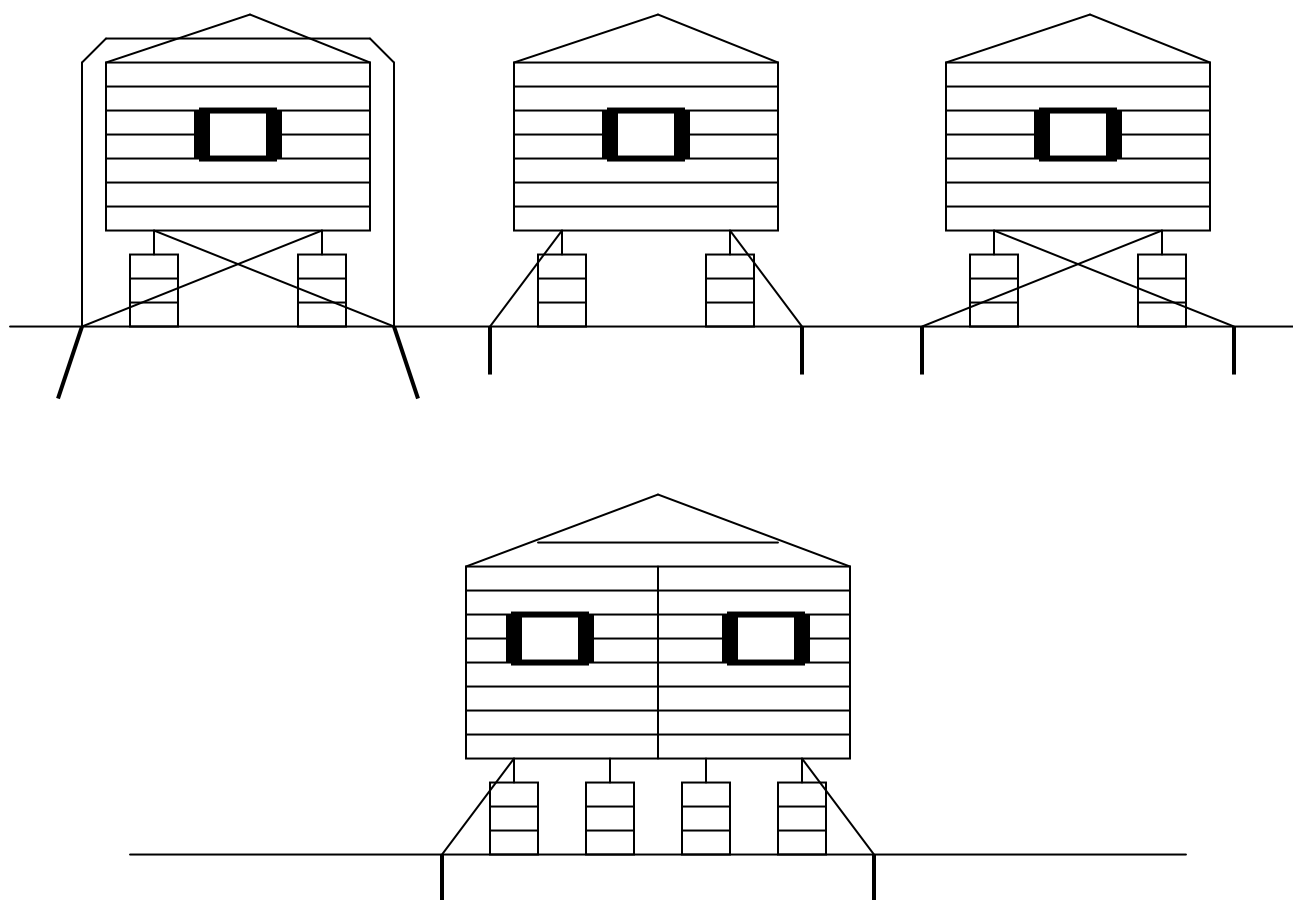
(2) Tie-down straps. A 1 1/4 inch x 0.035 inch or larger steel strapping conforming to ASTM D 3953--97, Standard Specification for Strapping, Flat Steel and Seals (incorporated by reference, see Sec. 3285.4), Type 1, Grade 1, Finish B, with a minimum total capacity of 4,725 pounds (lbs.) and a working capacity of 3,150 pounds (lbs.) must be used. The tie-down straps must be provided with protection against weather deterioration and corrosion at least equivalent to that provided by a coating of zinc on steel of not less than 0.30 oz./ft.² of surface coated. Slit or cut edges of coated strapping need not be zinc coated.

Tie downs and Anchors: Manufactured Homes must be tied down and anchored in accordance with the manufacturers instructions. Please refer to these installation instructions. The installation instructions come with every new unit. If the home is a previously owned unit, and the installation instructions are not available, please refer to the table located in this package.

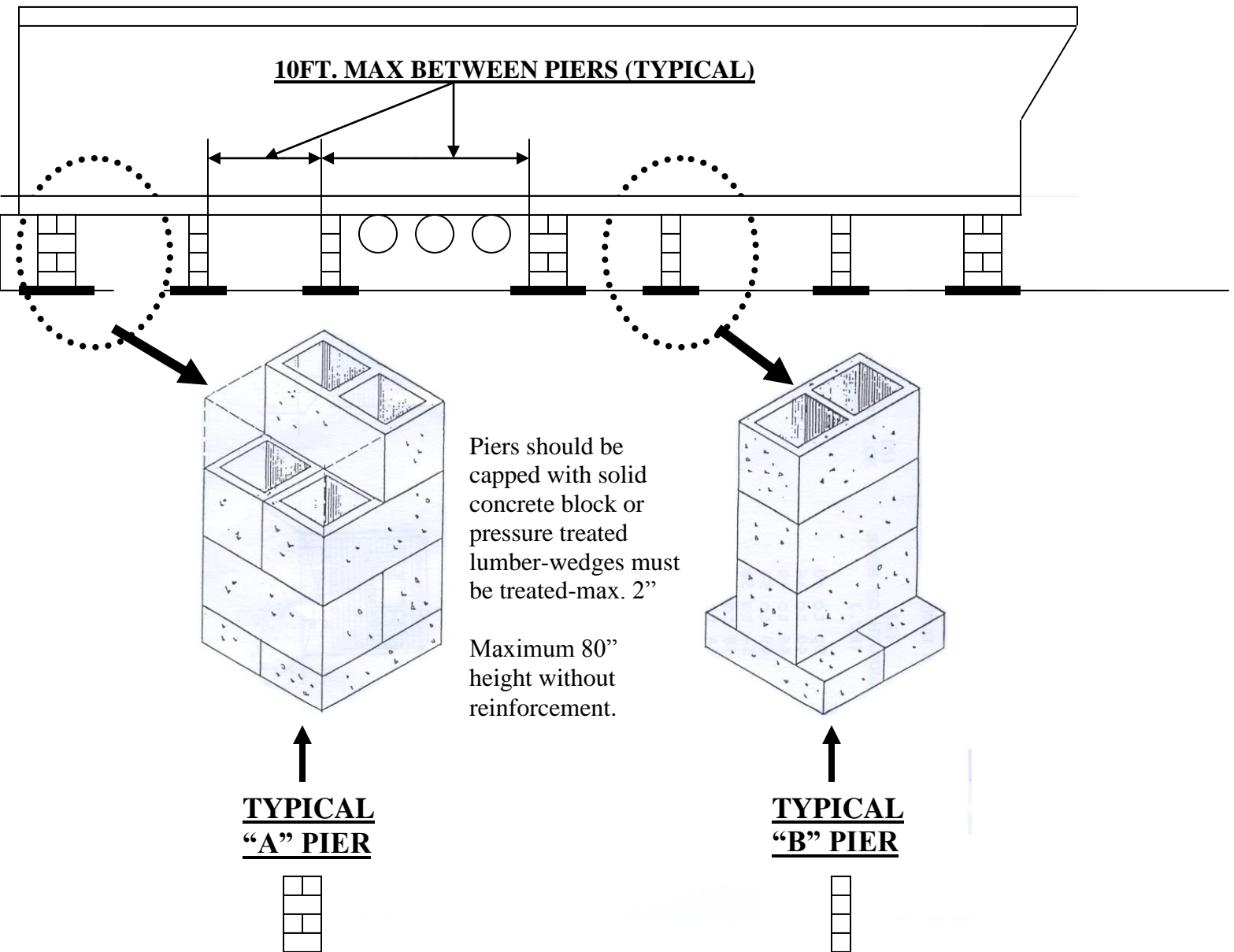
(A) Length Of Home (Ft.)	(B) Number Of Vertical Ties	(C) Number Of Diagonal Ties / Per Side	Min. Number Of Anchors
Up to 40	2	4	8
40 to 46	2	4	8
46 to 49	2	5	10
49 to 54	3	5	10
54 to 58	3	5	10
58 to 64	3	6	12
64 to 70	3	6	12
70 to 73	3	7	14
73 to 84	4	7	14

1. Double section manufactured homes require only the diagonal ties specified in Column C.
2. Length of manufactured home (as used in the above table) means length excluding draw bar.
3. Double sections will be bolted together by manufactured requirements.

VARIOUS METHODS OF TIE DOWNS



**IF MOBILE HOME IS LOCATED ON A LOT
THAT HAS BEEN
BACK FILLED. YOU NEED A
COMPACTION LETTER FROM A SOIL
ENGINEER.**



DRIVEWAY INSTALLATION

A general fee of \$10.00 is surcharged on all Building Permits issued by the Building Safety Department for new construction. This fee entitles a permittee to construct **one** driveway connection to any existing or proposed county road without obtaining an encroachment permit. To request a 2nd driveway entrance, an encroachment permit, along with a sketch indicating the driveway locations and dimensions, must be submitted to Public Works, Road and Bridge Department, Suite 3800.

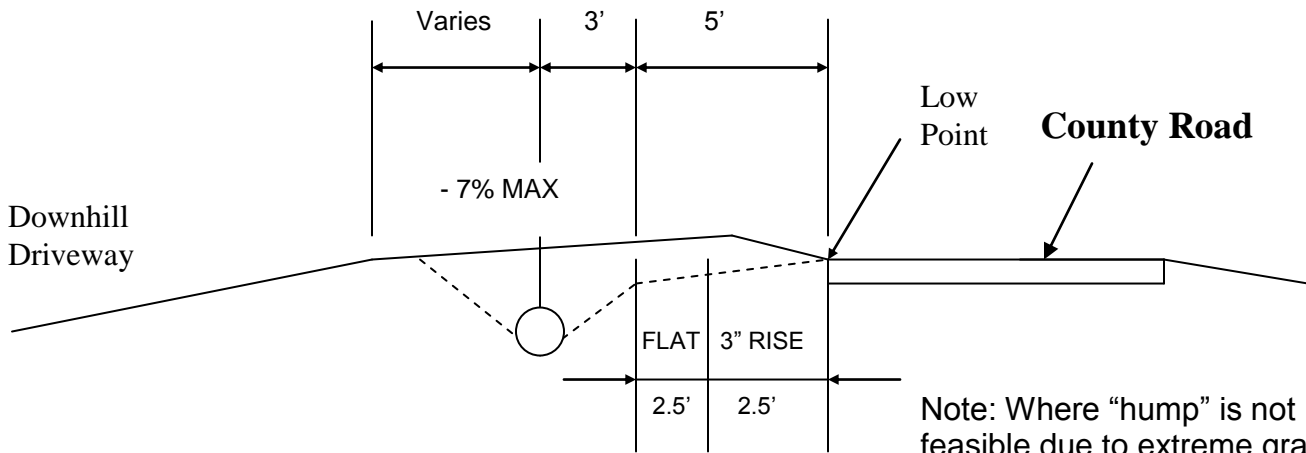
Encroachment permits are required for utility connections and any other work required within the confines of Greenville County rights-of-way.

Please adhere to the following guidelines. If you have any questions, please call 467-7011 for clarification before installing the driveway.

1. Driveway drainage pipe must be reinforced concrete or corrugated metal. **PLASTIC PIPE IS NOT ALLOWED** in the County of Greenville right-of-way.
2. **Driveways should not be located below the crest of a hill or in blind curves. A clear sight distance must be maintained in both directions. Sight distance is 10 times the posted speed limit.**
Example: 25mph speed limit = 250' sight distance
3. Driveways should not be constructed near road intersections. In most cases, the minimum distance from an intersection is 40'.
4. If a driveway leaves the roadway at a steep upward angle, provisions must be made to keep storm water runoff from the driveway from flooding the roadway.
5. Unless a curb is present (as in a subdivision) concrete driveways are not allowed in the right-of-way. Driveways from the right of way to the roadway must be asphalt.
6. On curbed roads, driveways shall not be located in such a manner that will impede the flow of storm water in the curb line.
7. A driveway is not allowed to be located within 10' of a catch basin or other drainage structure.

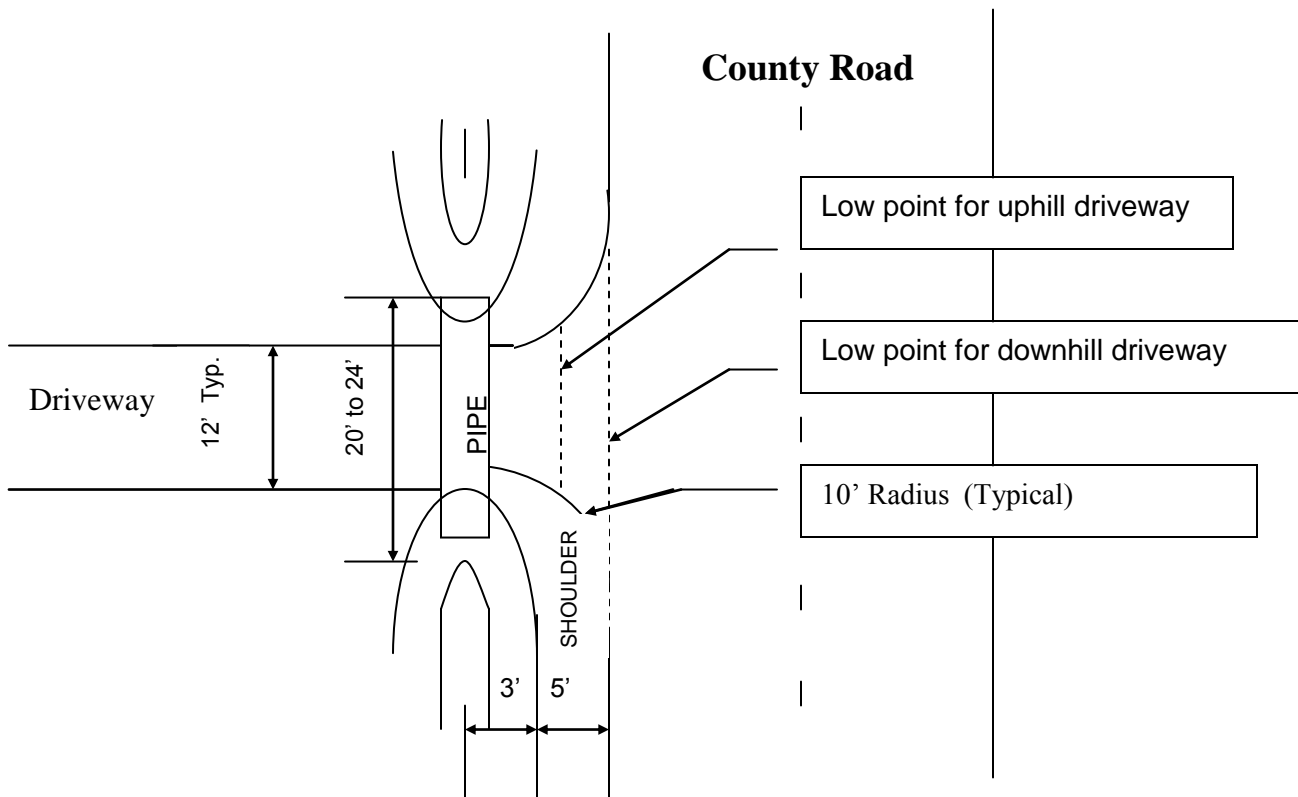
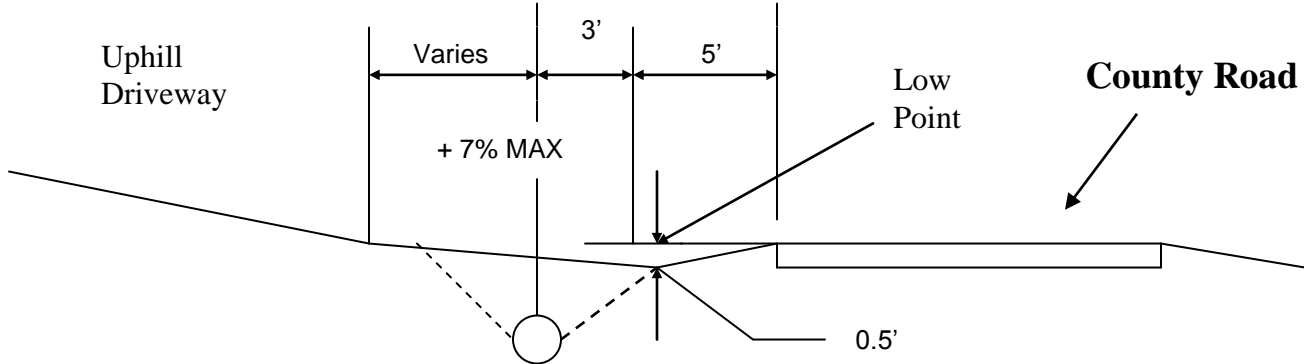
DRIVEWAY INSTALLATION ON ROAD WITH NO CURBS

R/W



Note: Where "hump" is not feasible due to extreme grades or other conditions, the property owner is responsible for diverting any road drainage that may flow down the driveway.

R/W



County of Greenville, South Carolina

Encroachment Permit Guidelines

A permit is required when an encroachment is desired for any reason within the Right-of-Way (ROW) of a Greenville County maintained road. Listed below are some general guidelines. This list is not all-inclusive. When in doubt, please ask for assistance by contacting the Engineering Aide, Public Works Division, Suite 3800, 301 University Ridge, Greenville, SC 29601-3660. Phone: 467-7011 Fax: 467-7161

	<i>Type</i>	<i>Permit</i>	<i>Description</i>
1.	Water Tap	Yes	If a water main must be tapped into within the confines of the County ROW a permit is required. Check with the proper water authority to determine where the water line is located.
2.	Sewer Tap	Yes	If a sewer main must be tapped into within the confines of the County ROW a permit is required. Check with the proper sewer authority to determine where the sewer line is located.
3.	Drive Way	Yes	The \$60.00 surcharge on Building Permits issued by the Building Safety Department for new construction entitles the permittee to one driveway connection without having to obtain an encroachment permit. However, if a 2 nd driveway or circular driveway is being installed, the 2 nd tie-in to a County road must have an encroachment permit. Check with the Road and Bridge Department, Suite 3800, to determine the right-of-way for the road and where to stop the concrete portion of the driveway installation.
4.	Piping in the ditch	Yes	Ditch lines within the County ROW affect drainage and care must be taken to avoid disturbing existing drainage facilities. PLASTIC PIPES ARE NOT ALLOWED IN THE R-O-W. Reinforced concrete pipe (RCP), corrugated metal pipe are acceptable.
5.	Landscaping	No	No trees, shrubbery or other natural obstructions in height over two and one half (2-1/2') feet shall be placed within the right-of-way in a manner so as to obstruct the sight distances for traveling vehicles. Those encroaching on the County rights-of-way do so at their own risk. The County is not responsible for the replacement of any such features should it become necessary to re-grade the ditch lines, widen pavements, or maintain the Division's clear roadside policy.
6.	Sprinkler/Irrigation	Yes	Sprinkler and irrigation systems shall not be installed within the County right of way unless specifically approved by the Division.
7.	Mailbox	No	Must adhere to US Postal Service regulations. The roadside face of the mailbox shall be offset not less than one (1') foot from the face of any curbing or the edge of any paved roadway, shoulder or valley gutter, or similar paved surface or no closer than one (1') foot to the back of a mountable curb. Wherever possible, the roadside face of the mailbox shall be no closer than four (4') feet to the edge of any paved surface.
8.	Signage	Yes	The erection of any structure within the right-of-way shall generally be prohibited. Decorative streets signs will need an encroachment permit. The erection of signage at entrances to subdivisions shall be in accordance with current regulations of the Greenville County Planning Commission. All zoning requirements must be met.

Note: Licensed and bonded contractors/subcontractors or utility companies shall be required to perform all work in, on, under (cutting or boring a road) or over roadways. The issuance of permits to individuals shall be restricted to situations where the nature of the encroachment is such that a licensed and bonded contractor/subcontractor is not required to ensure and protect the integrity of the roadway and the safety of the public.

County of Greenville

Violation

MOBILE HOMES

Permit Number _____

Site Inspection

☐ **MH01**

Remove all Vegetation from under M.H.

☐ **MH02**

Need to mark property lines.

☐ **MH03**

Need to mark 4 corners where M.H. is going.

☐ **MH04**

Grade lot so water will not flow under M.H.

Electrical

☐ **MH05** [3507.2] {250-24a}

Need bonding screw, in main service.

(Or bonding strap)

☐ **MH06** [3508.2.2] {250-52c3}

8ft. Ground rod must be driven completely.

☐ **MH07** [3511.1] {250-70}

Clamp for ground rod must be rated for

Direct burial.

☐ **MH08** [3510.1]

Strap ground wire to pole.

☐ **MH09** [250-52]-(2)

Need 5/8-x 8ft. ground rod.

☐ **MH10** [3305.2] {110-26a}

Clearance in front 30in. Wide x 3ft. Deep min.

☐ **MH11** [110-3] A&B

Must use approved pipe & fittings.

(No Plumbing pipe)

☐ **MH12** [550-9](H)

All wiring under M.H. must be in approved pipe & fittings.(Well pumps etc.)

☐ **MH09** [550.33]

Sub-Panel must have 4 insulated wires

☐ **MH14** [370-18]

Need knockout plugs for panel and panel cover.

☐ **MH15** {550-40}

Panel and meter can, must be secured to pole.

☐ **MH16** [300-5]

Conductors must be at least 24" deep.

☐ **MH17** [110-3]

Need UL listed dead front cover.

☐ **MH44** [E3508.3]

Need two ground rods at least 6ft. apart.

Plumbing

☐ **MH19** Table P3002.1

No mixing A.B.S. and PVC or fittings without Proper adapters or fitting.

☐ **MH21** [3005.2.6]

Need 4" cleanout on outside of M.H.

(Within 3ft. of M.H.)

☐ **MH22** [t2605.1]

All piping above grade must be supported

Every 4ft. by approved hangers.

☐ **MH23** Table P3005.2.2

Need cleanouts on sewer line every 75ft.

☐ **MH24** (3005.2.4)

Need cleanout at every 90* turn.

☐ **MH25** (704.1)

Must have fall on sewer line under M.H.

Building

☐ **MH30**

Need at least 4x4 landing at each exit.

☐ **MH31**

The landing shall not be less than 8" below threshold.

☐ **MH32**

Steps shall be 8 1/4" max. in height & 9" Min. on treads

☐ **MH33**

Need handrails & guardrail with pickets if decks are over 30" height. (Pickets must be less than 4" apart)

☐ **MH34**

All wood must be treated are painted.

☐ **MH35**

Need all weather walkway.

☐ **MH36**

Need all weather driveway.

☐ **MH38**

Need at least 18 x 24 access hole

Under M.H.

Tie Downs & Anchors

☐ **MH40**

You need 4 diagonal ties/per sides.

(Up to 46ft.)

☐ **MH41**

You need 5 diagonal ties/per sides.

(46 to 58ft.)

☐ **MH42**

You need 6 diagonal ties/per sides.

(58 to 70ft.)

☐ **MH43**

You need 7 diagonal ties/per sides.

(70 to 84ft.)

ADMINISTRATIVE	
<input type="checkbox"/> A02	Locator / Blue card not posted
<input type="checkbox"/> A09	\$20.00 Reinspection fee due
<input type="checkbox"/> A010	Call inspector between 8:00am & 8:30am for further Information on write-up
<input type="checkbox"/> A012	Address not posted.

OTHER

Inspector _____

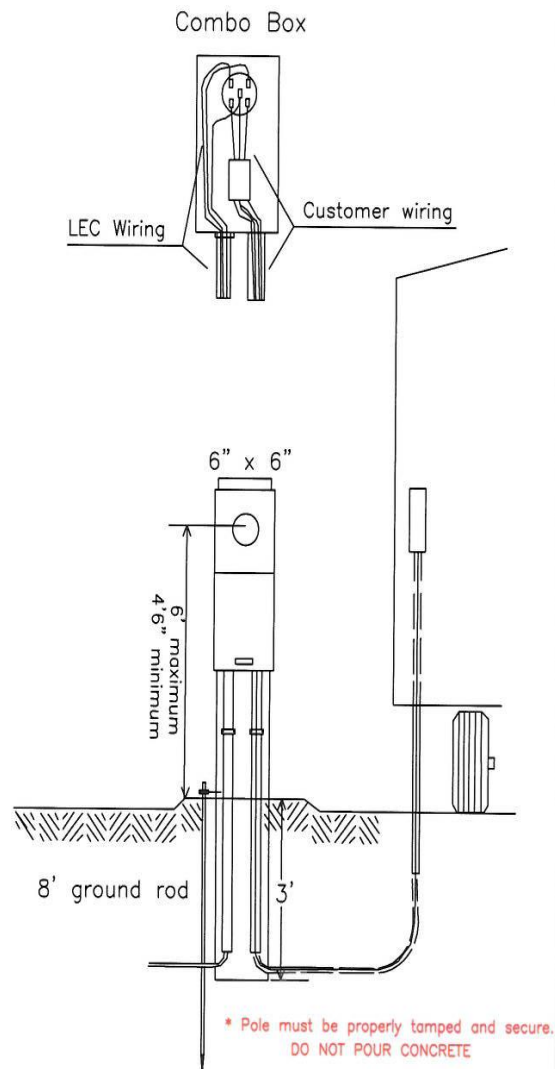
Date _____ Telephone # _____

TO BE FURNISHED AND INSTALLED BY CUSTOMER

1. U.L. approved meterbase of appropriate size.
2. Closure plate for meterbase.
3. Weatherproof enclosure for circuit breaker with cover.
4. 5/8" x 8' galvanized or copper coated ground rod with U.L. approved ground clamp.
5. Number 6 copper ground wire attached to meter base and ground rod.
6. Load side connectors for meter base.
7. 6" x 6" treated timber pole.
8. Customer's wire system (4 wire).
9. Address or lot number to be permanently marked on the inside and outside of the meter socket cover.

*** NOTE:**

1. **Meter location must be spotted by LEC personnel prior to installation.**
2. Underground service to a mobile home will be determined on the basis of the spotted meter location and proximity to existing LEC facilities.
3. Service entrance minimum wire size as follows:
100 AMP – 1/0 Aluminum or # 2 Copper
200 AMP – 4/0 Aluminum or 2/0 Copper
4. 6" x 6" timbers treated with less than 0.6 lbs./cu. ft. of preservative are not recommended for long term contact with the ground. The owner is responsible for the maintenance of these timbers.

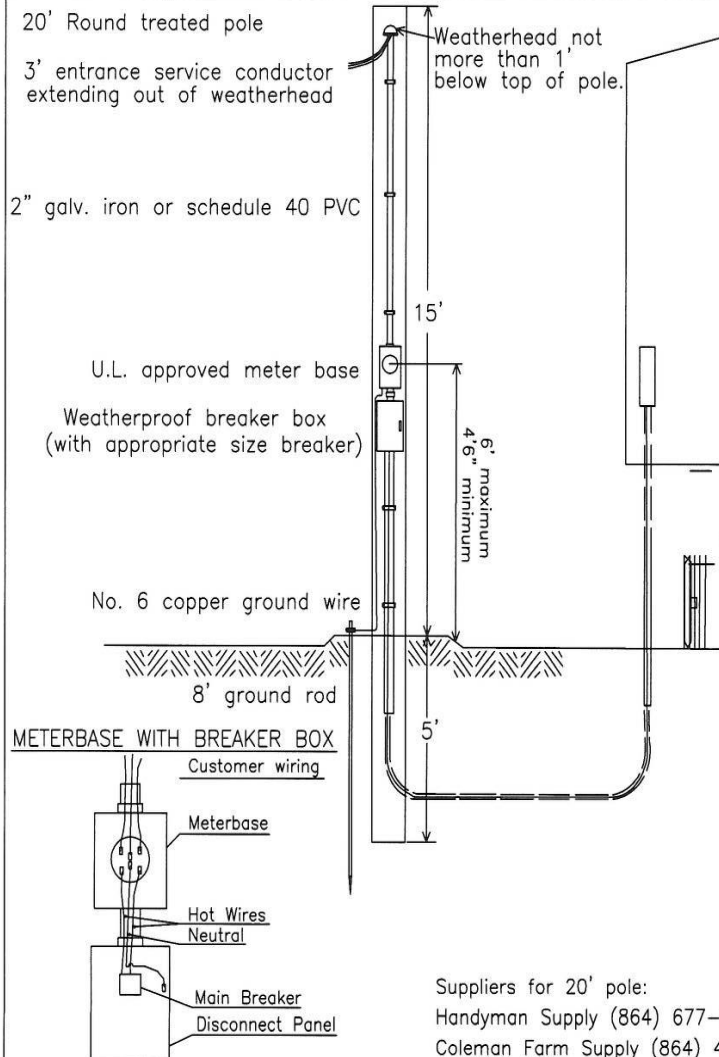


Mobile Home Underground With Combo Box

Revised:



Laurens Electric Cooperative
P.O. Box 700
Laurens, SC 29360



TO BE FURNISHED AND INSTALLED BY CUSTOMER

1. Weatherproof breaker box. MUST equal or be larger than breaker inside home.
2. All conduit must be 2" galvanized iron or schedule 40 up to the weatherhead.
3. 5/8" x 8' galvanized or copper coated ground rod with U.L. approved ground clamp.
4. Pipe straps to be attached with wood screws only.
5. Minimum 20' long and 6" diameter round treated pole.
6. Weatherhead is 1' from top of pole.
8. Number 6 copper ground wire attached to meter base and ground rod.
9. Minimum of 3' of service conductor exiting weatherhead.

* NOTE:

1. Pole location must be spotted by LEC personnel prior to installation.
2. Pole height must be sufficient to provide NEC/NESC required clearance over driveways and roads.
3. Pole must be properly tamped and secure enough to support a ladder.
DO NOT USE CONCRETE.
4. Check with local codes office as they may have further requirements.
5. Landscape timbers treated with less than 0.6 lbs./cu. ft. of preservative are NOT acceptable.

Suppliers for 20' pole:
Handyman Supply (864) 677-3537-Waterloo
Coleman Farm Supply (864) 475-2914- Hwy 101 Woodruff

Mobile Home Overhead Service

Revised:
April 24, 2003

LEC Laurens Electric Cooperative
P.O. Box 700
Laurens, SC 29360

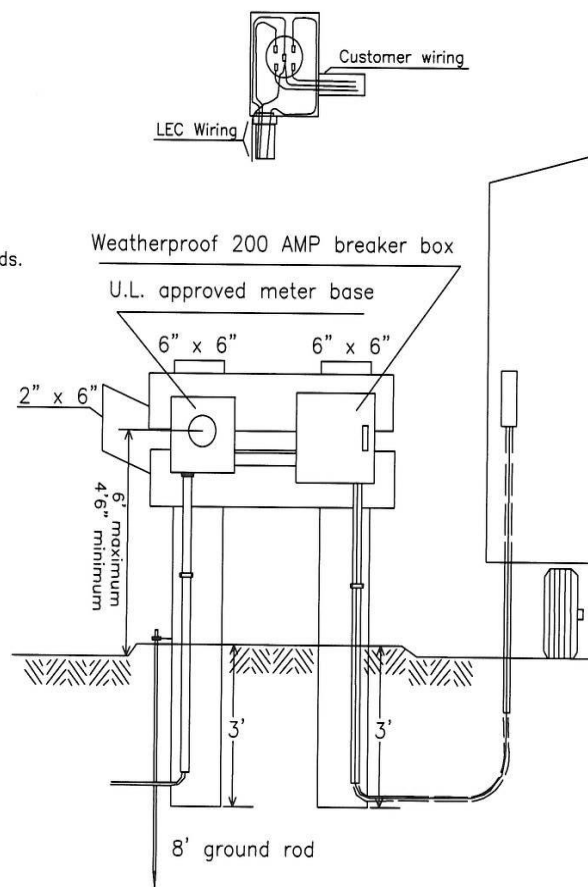
TO BE FURNISHED AND INSTALLED BY CUSTOMER

1. U.L. approved meterbase of appropriate size.
2. Closure plate for meterbase.
3. Weatherproof enclosure for circuit breaker with cover.
4. 5/8" x 8' galvanized or copper coated ground rod with U.L. approved ground clamp.
5. Number 6 copper ground wire attached to meter base and ground rod.
6. Load side connectors for meter base.
7. (2) 6" x 6" x 8' treated timber poles with 2" x 6" back boards.
8. Customer's wire system (4 wire).
9. Address or lot number to be permanently marked on the inside and outside of the meter socket cover.

* NOTE:

1. **Meter location must be spotted by LEC personnel prior to installation.**
2. Underground service to a mobile home will be determined on the basis of the spotted meter location and proximity to existing LEC facilities.
3. Service entrance minimum wire size as follows:
100 AMP – 1/0 Aluminum or # 2 Copper
200 AMP – 4/0 Aluminum or 2/0 Copper
4. 6" x 6" timbers treated with less than 0.6 lbs./cu. ft. of preservative are not recommended for long term contact with the ground. The owner is responsible for the maintenance of these timbers.

METERBASE WITH BREAKER BOX



* Pole must be properly tamped and secure.
DO NOT POUR CONCRETE

Mobile Home Underground With Breaker Box

Revised:



Laurens Electric Cooperative
P.O. Box 700
Laurens, SC 29360